



Office of Administrative Services  
FOIA Requester Service Center

May 31, 2018

Mr. R. James Valvo, III  
Cause of Action Institute  
1875 Eye Street, NW, Suite 800  
Washington, DC 20006

Dear Mr. Valvo:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2018-001209), submitted May 11, 2018, in which you requested:

"All records regarding General Services Administration policies on the retention, management, and/or administration of electronic (i.e., instant) messages, including but not limited to protocols such as SMS, MMS, Skype, Windows Messenger Service, XMPP, iMessage, Signal, BBM, etc. The time period for all above items is July 29, 2015, the date of issuance of NARA Bulletin 2015-02, to present."

Please find attached the records responsive to your request.

This completes our action on this request. Should you have any questions, please contact me at 202-219-3078 or by email at [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov). If you need additional assistance, you may also contact Ms. Audrey Brooks, GSA's FOIA Public Liaison at (202) 205-5912 or via email at [audrey.brooks@gsa.gov](mailto:audrey.brooks@gsa.gov).

Sincerely,

*Travis Lewis*

**Travis Lewis**  
Director  
Office of FOIA and Records Management  
Office of Administrative Services

Enclosures